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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: November 4, 2003

SUBJECT: SAFETY MEETING IDEAS – NOVEMBER 2003

Suggested issues to discuss during your next meeting are:

1. Daylight Savings Time Tips

Daylight Savings Time ended on October 26th. The daylight portion of our day has gotten shorter and for most staff, it is dark when you leave for the day.

Here are some safety tips:

- Walk with a co-worker to your car if it is not close to the building and always be aware of your surroundings.
- While walking, be prepared with keys or transit ticket in hand.
- If you work outside of the Headquarters Building, be sure that your office doors are locked and be cautious before you open the door to leave.
- If you work late, be sure to move your car closer to the building before dark. You may request an escort to your car:
 - Headquarters Building Security will walk you to your car within 2 blocks of the building, the telephone number is (916) 551-1313. The Downtown Partnership provides Community Service Guides who also will walk you to your car. Guides are available Monday-Wednesday from 8:00 am - 6:00 pm, Thursday-Friday from 8:00 am - 10:00 pm, Saturday from noon to 10:00 pm and Sunday 8:00 am - 6:00 pm. Call 9-442-2200 or 9-442-8575.
 - In El Monte you may request Security to walk you to your car until 5:00 pm on Mondays [call (626) 350-6428] and until 6:00 pm Tuesday-Friday [call (626) 575-7095].
 - As a last resort, contact CHP who will send an officer if one is available to walk you to your car.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

If you notice anyone or anything suspicious, do not hesitate to contact the police department or Security.

- [Sacramento Telephone Numbers](http://inside.arb.ca.gov/as/safety/sacemerg.htm)
(<http://inside.arb.ca.gov/as/safety/sacemerg.htm>)
 - [El Monte Telephone Numbers](http://inside.arb.ca.gov/as/safety/ELEMERG.htm)
(<http://inside.arb.ca.gov/as/safety/ELEMERG.htm>)
- Also, please remember that the leaves have begun to fall which causes sidewalks and tile floors to be slippery. Use caution while walking on these types of surfaces.

2. New Tool For Good Ergonomics

The Occupational Safety & Health Administrative (OSHA) has developed a new Tool (which they refer to as "eTool" because it is available electronically) to assist with good ergonomics or arranging your workstation to fit you. It can be found at: <http://www.osha.gov/SLTC/etools/computerworkstations/index.html>.

This eTool illustrates simple, inexpensive principles that will help you create a safe and comfortable computer workstation. There is no single "correct" posture or arrangement of components that will fit everyone. However, there are basic design goals, some of which are shown in the on this web site, to consider when setting up a computer workstation or performing computer-related tasks.

Consider your workstation as you read through each section on the web site and see if you can identify areas for improvement in posture, component placement, or work environment. This eTool provides suggestions to minimize or eliminate identified problems, and allows you to create your own "custom-fit" computer workstation.

3. Holidays Also Bring Increased Crime

The holidays are quickly approaching and with them, crime increases. If you see someone unfamiliar in the office, be a good neighbor and ask who they are and who they are there to see. Take them directly to that person. Report any suspicious behavior to Security or your manager. Don't leave any valuables on top of the desk or visible in your office. Let's watch out for each other and keep our work area safe. Also, when you use your key card to access the building, don't let anyone you are unfamiliar with come in behind you. Safety is EVERYONE'S business.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

If you have any questions, I can be reached at (916) 323-1158 or cfrancis@arb.ca.gov.